

P R E P a R E

Prevent | Reaffirm | Evaluate | Provide and Respond | Examine

School Crisis
Prevention and
Intervention
Training
Curriculum



Thompson School District Emergency Response & Crisis Management (ERCM) Preparedness Template

Directions for the Principal/Site Administrator

This ERCM Preparedness Template must be completed at the beginning of each school year. Please enter all information, obtain consultation as needed, and also complete the following:

- Discuss the Incident Command System Coordinator roles with your staff.
- Assign a designee(s) to act as leader of the plan in your absence.
- Assign key staff to coordinator roles, making clear that, in their absence, you may call on another staff member to perform these duties.
- Emphasize the importance of student supervision in an emergency.
- Send this completed plan template to the Director of Student Support Services by **September 30th** of each new school year.
- Use other forms and worksheets as indicated. Forms are required; worksheets may be used to support preparedness.

Update Your School Information		Revision Date	
School Name:	Facility Services	Director:	Brian Erickson
School Address:	255 S Cleveland	Home Phone:	970-290-3420
School Direct Phone Number:	970-613-5350	Cell Phone:	970-290-3420
		Pager:	NA

Step 1: Identify School Command Posts, Update Communication Resources & Perform Operational Checks

The in-school Command Post will serve as a base for operations in an emergency. Select a location for the Command Post that has access to telephones, FAX, computer with Internet access, intercom and other building controls. Designate a first and second choice, preferably in different parts of the school. Provide telephone numbers to be used in an emergency that are not on public phone lists.

Command Post #1	Command Post #2
TO RECEIVE CALLS, NOT THE MAIN SCHOOL NUMBER	TO RECEIVE CALLS, NOT THE MAIN SCHOOL NUMBER
Location: Plans Room	Location: Front Office
Direct Phone #1: 970-290-3420	Direct Phone #1: 970-613-5350
Direct Phone #2: 970-566-2428	Direct Phone #2: 970-613-5353
Fax #: NA	Fax #: 970-613-5384

Required Form

Update, communications & operational checks have been completed as indicated):

Task	Date	Completed By
Intercom systems operational – crisis team all trained	11/23/2010	TT
Buzzers or tones operational (if equipped) – crisis team all trained	NA	
Megaphones operational – batteries replaced	NA	
NOAA/DHS weather radio operational – batteries replaced	11/23/2010	BD
Set of all master keys for all doors & cabinets is complete – WHO has keys? _____ mgrs/staff	11/23/2010	BE
A copy of building floor plans and utility shut-offs are stored in Command Post #1 listed above	TBD – 12/10/2010	TT
Telephone tree for crisis team attached to this document (home/cell/ pager numbers)	12/10/2010	TT and CH
Telephone tree for school staff attached to this document (home/cell/ pager numbers)	12/10/2010	TT and CH
Staff ID's have been distributed – staff have been informed to wear IDs while on campus	11/23/2010	BE
Staff are always wearing IDs while on campus	ID's and uniforms	All mgrs
Emergency Response & Crisis Management communication has been placed in parent newsletter	NA	
Principal and alternates have access to all Danger Assessments and Suicide Risk Assessments on current students and all restraining orders and custody orders	NA	

Step 2: Assign School Crisis Roles for School Incident Command System (ICS)

As directed by the Principal/Site Administrator (School Incident Commander), the School Crisis Team will respond to any emergency that affects the school building, students, staff and/or visitors. The essential roles are listed below with the names of alternates to be indicated. Some staff may fill more than one role.

- School Incident Commander (Principal/Site Administrator)
- District Public Information Office
- Operations Team Leader (Assistant Principal/Lead Teacher)
 - Emergency Medical Coordinator (Nurse)
 - Student & Staff Communication Coordinator (Assistant Principal, Lead Teacher, Mental Health)
 - Student Supervision Coordinator (Assistant Principal, Lead Teacher, Dean, Security, Teacher)

- Student/Parent Reunion Coordinator (Office Personnel)
- Possible Alternate Roles Needed (Translation/Cultural Liaison Coordinator)
- Logistics Team Leader (Assistant Principal/Lead Teacher)
 - Facility Coordinator (Building Engineer)
 - Supplies & Equipment Coordinator (Office Personnel)
 - Transportation Coordinator (Assistant Principal/Lead Teacher)

Student Care and Recovery Coordinator

- Mental Health Services

The School Incident Commander will designate staff members to fill essential roles:

- Identify one designee to act as the School Incident Commander in your absence.
- Identify & assign staff that will act as Operations Team Leader & Logistics Team Leader – assign skilled coordinators in the designated areas.

CRISIS TEAM ROLE	NAME	SCHOOL PHONE	CELL/ PAGER	HOME PHONE
School/site Incident Commander (Principal)	Brian Erickson		970-290-3420	same
Alternate #1 School/Site Incident Commander	Trudy Trimbath		970-566-2428	970-556-7525
Facilities Manager	Brian Uhlenbrock		970-566-2393	970-690-5057
Alternate #1 Facilities Manager	Bob Dice		970-566-2358	970-226-5270
Operations Team Leader	Trudy Trimbath		970-566-2428	970-566-7525
Alternate #1 Operations Team Leader	Nancy Hunt		970-566-2364	970-420-8191
Emergency Medical Coordinator (Nurse)	NA			
Student Supervision Coordinator	NA			
Alternate #1 Student Supervision Coordinator	NA			
Student/Parent	NA			

Reunion Coordinator				
Alternate #1 Student/Parent Reunion Coordinator	NA			
Logistics Team Leader	Trudy Trimbath		970-566-2428	970-556-7525
Alternate #1 Logistics Team Leader	Sylvie Dennis		TBD	970-310-4106
Transportation Coordinator	NA			
Alternate #1 Transportation Coordinator	NA			
Student Care & Recovery Coordinator (Mental Health)	NA			

The Emergency Medical Care Coordinator (Nurse) will:

- Conduct a staff survey yearly to determine those with First Aid/CPR/EMT training. They may be used for backup medical care and triage.

Staff with First Aid/CPR/EMT Training. (Check ✓ if trained, place a star * next to each check if certification is current):

Name	School #	Cell/Pager	First Aid	CPR	EMT
Steve Prentice		970-567-0141	x	x	

TBT – all fac mgrs

Task	Date	Completed By
Staff with First Aid/CPR/EMT Training have been identified	12/1/2010	TT

Step 3: Designate & Review Inside Safe Assembly Areas for Shelter in Place

- ✓ **Shelter-in-Place** – This action is taken to place and/or keep students indoors in order to provide some level of protection from outside airborne contaminants. This step will be taken in the event of a hazardous materials spill in the surrounding area. It also includes a shut down of the HVAC system. It normally allows for free movement of students inside the building.
- ✓ A secondary use of this action is for severe weather. The threat, or occurrence of severe weather may require students and staff to Shelter-in-Place while taking the steps outlined in a Lock Down to "duck and cover" beneath their

desks. Students and staff in auditoriums or gyms should be removed back to their classrooms or locker rooms if safe to do so.

Severe weather is any weather condition that may cause injury to students and staff or damage to structures. Different types of weather call for different types of actions. Schools will go into shelter in-place if the threat of severe weather is in the area. Site Administrator will monitor the National Weather Service announcements and will notify staff and students to move away from rooms on the perimeter and go to designated Inside Safe Assembly Locations as necessary.

Designate and review the location of Safe Assembly Areas inside your school/site with your staff. These will be used to shelter from severe weather (tornadoes, etc.) or to move children from rooms on the perimeter of the school due to an external hazard.

Select a minimum of two areas.

Inside Area	Location
Safe Assembly Area #1	Bob Dice and Brian Uhlenbrock's offices
Safe Assembly Area #2	
Safe Assembly Area #3	

Task	Date	Completed By
Safe Assembly Areas inside school identified (tornado, etc.) & reviewed with staff (add as needed & list below).	12/10/2010	tt

Step 4: Student/Staff Evacuations

Expected Actions:

- ✓ **Student/Staff Evacuations** – This decision is taken after the determination is made the building is unsafe.
 - Assembly areas, and evacuation routes, for each call should be predetermined.
 - Evacuation routes and emergency procedures should be posted by the doorway in each classroom/room and in the Principal's office.
 - Teachers will instruct students to evacuate based on decisions of principal or as appropriate authority witnessing the event.
 - Teachers will take student rosters when leaving the building.
 - Attendance is taken once the class is assembled in a safe location.
 - Once assembled, teachers and students will remain in place until further instructions are given (use of green/red cards appropriate here).

Identify and list on-site/off-site locations that could be used to move students farther away from the building. Schools with a large student body may have more assembly locations. You may direct teachers to move students to these locations by megaphone. **Select a minimum of two areas.**

Outside Area	Location
Safe Assembly Area #1	SW corner of property – by City trash container storage

Safe Assembly Area #2	Empty lot – NE side of parking lot
Safe Assembly Area #3	

Task	Date	Completed By
Safe Assembly Areas outside school identified & reviewed with staff (add as needed & list below).	12/10/2010	tt

Step 5: Review Lock Down procedures

Review Lock Down Procedures: Secure the building and safely shelters all students, staff and visitors inside the school building. School business and classroom activities cease. A school will go on lockdown if a threat is in their building or neighborhood and endangers the school occupants or at the direction of law enforcement. This action is different from "Shelter-in-Place" as the HVAC system is not shut down, and students are not allowed free movement within the building.

Site Administrator decides the school must be secured and makes an announcement and **911** is called, if appropriate

TSD Administration is notified at 970-613-5000

Steps to follow in a lockdown:

- Site Administrator will make an announcement to bring inside all students, staff and visitors who are outside the school building, if it is safe to do so.
- Teachers and students will remain in the classroom or secured area until further notice and instructions are received from the Principal (IC) or law enforcement.
- The Lockdown sign is placed in the front entrance door/window.
- Facility Manager/Staff locks all exterior doors.
- Teachers/Staff lock all interior doors.
- Teachers take attendance and follow school reporting procedures.
- No person is allowed to enter or leave the building with the exception of appropriate emergency personnel

Step 6: Identify & Contact Two Off-Site Emergency Evacuation Locations

Movement of students to an alternate safe site (off site evacuations) – this action is taken after a determination that it is unsafe to remain on the campus and an off site assembly area is required. This decision will be made by the Principal (IC) and should not be made by an individual teacher or staff member.

The Principal (or IC) will determine the safest method for the evacuation. This may require the use of school buses, or simply walking to an off site location.

The off site location may be a predetermined location.

Once the students and staff arrive, the procedures used for an on site evacuation will be followed.

These relocation facilities should be near your school and able to house your students and staff until they are released to parents or returned to school. Consider sites in opposite

directions. Examples are another nearby school, church, store or public library. Specify a first and second choice. The district will supply support services (e.g., food, transportation, district crisis recovery personnel, etc.) for these locations as need indicates. Contact these sites directly **each year** to coordinate arrangements and ensure ongoing agreement.

1st Evacuation Site	Carpenter shop – transportation center	2nd Evacuation Site	Administration Building
Facility Contact + Alternate	NA	Facility Contact + Alternate	NA
Address	2500 E 13th st	Address	800 S Taft
Phone + Cell	NA	Phone + Cell	NA
Date Contacted	NA	Date Contacted	NA
Contacted By	NA	Contacted By	NA

Step 7: Establish a Reunification plan for students and parents

I. Situation and Assumptions

A. Situation

Based on the emergency and/or crisis it may become necessary to reunite students with parents in a controlled environment.

While this could occur at the school, it is possible that the site may be located away from school grounds

B. Assumptions

Parents will be insistent on obtaining both information on the incident and the safety of their child. They will also make every attempt to remove their child from the situation or threat.

Responsibility to reunite the student with his/her parents is the responsibility of the District/School, and must be accomplished in a safe manner.

Each student must be accounted for and each parent or designated guardian must present appropriate identification before reunification can occur.

The Public Information Office will work closely with the Incident Commander to release appropriate information concerning where, when and how reunification will take place.

The Operations section of ICS will execute the Reunification Plan.

Personnel must be assigned to administer the reunification plan and keep appropriate records to ensure accountability for each student.

C. Concept of Operations for Reunification

Expected Actions by school should include:

Communication with parents: should be predetermined. District and local media will help facilitate

Pre-determined, but unannounced, relocation site should be predetermined as identified in Step 6 above. Location of site will be released, per communication with district , during or immediately after an incident requiring reunification.

Pre-determined procedure for documenting the release of students to parents/guardians. Please describe your procedure below:

NA

While planning reunification please remember:

Site location may dictate use of transportation services.

Site location will require assistance from local law enforcement for security and traffic control.

Parent check-in location, close but geographically separated from student holding area.

A parent liaison should be appointed to keep parents informed of all developments. Identify the name of the liaison: NA

Step 8: Print Student Roster & Emergency Cards

The school office manager must assemble complete student and staff lists. Student and staff schedules need to be assembled and updated regularly. This will be used to account for all students and staff in an emergency.

The school nurse works with the office manager to separate the **emergency contact cards** for all enrolled students and staff. One copy should be kept in the health clinic and one copy used for emergency/evacuation purposes and be kept with the Emergency Response Kit.

Task	Date	Completed By
Office Manager has assembled roster & scheduled information for all students and staff	NA	
Emergency cards for students have been separated & distributed to health clinic & Emergency Response Kit	NA	
Emergency cards for staff have been separated &	NA	

distributed to health clinic and Emergency Response Kit.		
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Step 9: Check & Replenish Contents of Emergency Response Kit, Trauma Kits & Classroom Emergency Response Kits

Check the contents of the school Emergency Response Kit. Replenish any items that have been used. Always provide new batteries for flashlights and megaphones. Store the Emergency Response Kit in a conspicuous location in the main office. Take this kit with you if you evacuate the building. Make sure the following items are included:

- Copy of this Emergency Preparedness Plan
- Floor plans of the school/site for reference
- Megaphone(s) with additional batteries
- Vests/caps identifying key school crisis staff
- Emergency cards for students & staff
- List of individuals needing evacuation assistance & individualized plans
- First aid supplies
- Clipboards, paper & pencils/pens

The school nurse will check the contents of the trauma kit(s).

Task	Date	Completed By
Emergency Response Kit has been checked & replenished	NA	
Trauma Kit(s) has/have been checked & replenished	NA	

Step 10: Identify Emergency Evacuation Staging Areas for Individuals Needing Evacuation Assistance

All schools **must** have an evacuation plan for individuals with disabilities who need assistance.

- Principals/site administrators, in conjunction with the fire department, DIRT, Health Services & Risk Management must designate emergency evacuation staging areas in the building (i.e., a second floor location – when the elevator is not available).
- Signs **must** be posted to mark these locations.
- Mark the school map with the location of special education classrooms and evacuation staging areas and include them in the Emergency Response Kit.

Area	Location
Basement	Front office
Ground Floor	
Second Floor	Ramp outside south door

Task	Date	Completed By
Signs posted to mark each evacuation staging area location.	NA	
Map has been marked & included in the Emergency Response Kit.	NA	

Step 11: Establish a Crisis Team Meeting, Exercise & School Drill Schedule for the Year & Document Completion

Establish the meeting, exercise and drill schedule for your team and school this year (use the chart below). Include the following meetings, exercises and drills:

- Crisis Team orientation and meetings for the year.
- Fire drills/Evacuation (7)
- Tornado drill/Shelter in Place (1)
- Lockdown drill (1)
- Tabletop exercise with crisis team (1)
- Other drills or meetings

Send a copy of each crisis team meeting minutes, safety team meeting minutes and exercise or drill report for each exercise or drill to the Director of Student Support Services (Administration Building) as evidence of completion.

Month	Type of Meeting/ Exercise/Drill	Date	Time
July	Fire		
August			
September			
October			
November			
December			
January			
February			
March	Fire		
April			
May			
June			

Task	Date	Completed By
A crisis drill schedule has been established for the school year.	12/1/2010	TT

Emergency Report

School/Building:

Type of Drill: ☐ Lockdown ☐ Evacuation ☐ Fire Drill

Date:

Time of Drill:

Time to Evacuate Building (FIRE DRILL ONLY):

Comments/Concerns:

Note to Principal:

Please send a copy of this report to within 24 hours to:

- 1) Your evaluator
- 2) Kris Briggs at Facilities